

DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Archives No

07-32

DEPARTMENT		DIVISION	SECTION	PERMANENT
Local Affairs		Property Taxation	Property Tax Administrator	NON-PERMANENT X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	State Board of Equalization Agenda, Minutes , Transcripts, Reports, Correspondence TK - 12/19/06	Fifteen years	On-site paper copies, for at least 10 years, additional years in storage at Camp George West	
2.	Statutory Advisory Committee Agenda, Minutes, Transcripts, Reports, Correspondence	Fifteen years	On-site paper copies, for at least 10 years, additional years in storage at Camp George West	
3.	Minutes of the State Board of Equalization	Permanent		
				Note: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Hittson</i>	Date 12/19/2006	Records Liaison Officer's Signature <i>Monica Heustis</i>	Date 11/16/2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 1/29/07	State Auditor's Signature <i>Cecilia E. Reg</i>	Date 1/8/07